


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>		Procedure HR_108	
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		Last Revision Date: 11/24/2014	
		Effective Date:	
Section		Subject	Title Separation by Retirement or Resignation

## PURPOSE

### 1. Guidelines

Faculty and staff contemplating retirement or resignation should consult the Office of Human Resources, with full expectation that such conversations will be confidential.

### 2. Procedures

If a final decision has been made to retire or resign, the following notification procedure should be followed:

1. A letter stating the intent to retire or resign should be submitted by the employee to his/her supervisor or in the case of faculty, the Dean, Division Chair, or Program Director. The Director of Human Resources endorses the letter.
2. The Dean or Department Head will, after endorsing the letter, immediately forward copies to the appropriate Vice Chancellor and the Chancellor and send the original letter to the Director of Human Resources.